**Bellevue Mandarin Dual-Language PTSA Executive Officer Duties**

EXECUTIVE COMMITTEE

The executive committee is elected by the general membership and is responsible for the operations of the Bellevue Mandarin Dual-Language Parent Teacher Student Association under the bylaws of the WSPTA and the BMDL-PTSA standing rules. The WSPTA requires elected members to attend leadership training classes in order for the local unit to remain in good standing.

The Executive Committee consists of:

* President
* Vice President
* Secretary
* Treasurer

See [WSPTA LEADERSHIP](http://www.wastatepta.org/leadership/leadership_packet/packet_index.html) for more executive committee and leadership info.

PRESIDENT

The president is responsible for the operations of the BMDL-PTSA in accordance with the WSPTA Uniform Bylaws and the BMDL-PTSA Standing Rules. The president presides over all executive, board of director and general BMDL-PTSA meetings. The president prepares the agenda for meetings, with input from others.

Other responsibilities include:

* Reaching out to involve all parents in BMDL-PTSA.
* Filling vacancies on the Board and in other volunteer positions, with input from Executive Committee.
* Ensuring good communication throughout BMDL-PTSA.
* Meeting regularly, and work closely, with Jing Mei principal.
* Communicating with, supporting, and empowering BMDL-PTSA volunteers.
* Being an ex-officio member of all committees except the nominating committee.
* Serving as BMDL-PTSA spokesperson.
* Ensuring that BMDL-PTSA books are audited mid-year and at year-end.

See the [WSPTA PRESIDENT’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/President's_Guide_2013-14.pdf) for more information.

VICE PRESIDENT

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

Other responsibilities are specific and adaptable to BMDL-PTSA, and may include helping with some of the president’s responsibilities.

See the [WSPTA PRESIDENT’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/President's_Guide_2013-14.pdf) for more information.

SECRETARY

The secretary shall take notes for all PTSA meetings (about one to two meetings per month):

* General Membership Meetings
* Board of Directors
* Executive Committee

Other responsibilities include:

* Keeping accurate records of all meetings.
* Notifying the president of any unfinished business.
* Being responsible for correspondence as designated by the president.
* Keeping a complete roster of the membership of all standing and special committees.
* Performing such other duties as provided for in the WSPTA Uniform Bylaws or standing rules.
* Maintaining a complete roster of all members.

See the [WSPTA SECRETARY’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/Secretary_2013-14.pdf) for more information.

TREASURER

The Treasurer collects and deposits all monies raised by the BMDL-PTSA, and disburses the same according to the approved yearly budget approved by the Board of Directors. The Treasurer takes any non-approved reimbursement requests to the Executive Committee, Board of Directors, or General Assembly, as outlined in the Standing Rules.

The Treasurer sits on the Executive Committee and Board of Directors and reports at each meeting. He/she is responsible for presenting any requested modifications to the approved yearly budget and updating approved changes, according to the WSPTA Uniform Bylaws.

The Treasurer balances all bank accounts monthly, and submits duplicate bank statements to a non-signor on the Executive Committee for review and approval.

The treasurer shall:

* Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget;
* Present a written financial report every month and at such other times as required by the president; provide all financial records if requested by the president or board of directors members; and close the books on June 30 and submit the books and records for financial review;
* Perform such other duties as may be provided for in the standing rules; and
* Keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Local units not affiliated with a council shall transmit same to the WSPTA Office. A duplicate membership list shall be provided to the local unit secretary.

See [WSPTA MONEY MATTERS](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/Money_Matters_2013-14.pdf) for more information.